



Mayor & Council of Berlin

10 William Street, Berlin, Maryland 21811

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Mayor

Wm. Gee Williams, III

Vice President

Elroy Brittingham, Sr.

Council Members

Dean Burrell, Sr.

Lisa Hall

Paula Lynch

Troy Purnell

BERLIN, MARYLAND

MAYOR AND COUNCIL MEETING

Town Attorney

David Gaskill

MONDAY, SEPTEMBER 12, 2011

Town Administrator

Anthony J. Carson, Jr.

COUNCIL CHAMBERS – BERLIN TOWN HALL

10 WILLIAM STREET

BERLIN, MD 21811

EXECUTIVE SESSIONNONE SCHEDULED

REGULAR SESSION7:00 PM

Anyone having questions about the meetings mentioned above or needing special accommodations should contact Tony Carson, Town Administrator at (410) 641-4144

TTY users dial 7-1-1 in the State of Maryland

TTY users outside Maryland dial 1-800-735-2258

**BERLIN MAYOR AND COUNCIL
COUNCIL MEETING
AGENDA
Monday, September 12, 2011**

NO EXECUTIVE SESSION TO BE HELD

7:00 PM REGULAR SESSION – Berlin Town Hall Council Chambers

1. Approval of the Minutes for:
 Regular Session of the Mayor and Council on August 22, 2011
 Worksession Minutes of Mayor and Council on August 29, 2011
2. Request for Special Event – Fall Cruisers
 October 8, 2011
3. Public Hearing – Ordinance 2011-06
 An ordinance amending Chapter 39, Business Licenses
4. Approval of Application for Rental License
5. Public Hearing – Ordinance 2011-07
 An ordinance amending Chapter 99, Vehicles
6. Introduction – Ordinance 2011-08
 An ordinance amending Chapter 36, Brush, Grass and Weeds
 Public hearing to be held September 26, 2011
7. Introduction –Ordinance 2011-09
 An ordinance amending Chapter 80, Property Maintenance to include Boarded
 Buildings. Public hearing to be held September 26, 2011
8. Motion to Approve – PJM Risk Management Policy, Procedures and Control
 Provisions.
9. Departmental Reports
 - a. Finance – Lynn Musgrave
 - b. Deputy Town Administrator – Mary Bohlen
 - c. Public Works – Mike Gibbons
 - d. Water Resources – Jane Kreiter
 - e. Electric – Tim Lawrence
 - f. Police – Arnold Downing
 - g. Planning and Zoning – Chuck Ward
 - h. Human Resources – Jeff Fleetwood
 - i. Economic and Community Development – Michael Day
9. Town Administrator's Report
10. Comments from the Mayor

11. Comments from the Council
12. Comments from the Public
13. Comments from the Press
14. Adjournment

MAYOR AND COUNCIL OF BERLIN, MARYLAND
Regular Session Council Minutes
Monday, August 22, 2011

The meeting of the Mayor and Council for Monday, August 22, 2011 was called to order by Mayor Williams at approximately 7:04 p.m. Council members Lynch, Purnell, Hall, Brittingham and Burrell were present, as well as Town Administrator Tony Carson, Electric Utility Director Tim Lawrence, Administrative Assistant Sharon Timmons, Human Resources Director Jeff Fleetwood, Finance Director Lynn Musgrave, Public Works Director Mike Gibbons, Deputy Town Administrator Mary Bohlen, Town Attorney David Gaskill, Planning and Zoning Director Chuck Ward and Water Resources Director Jane Kreiter. Economic and Community Development Director Michael Day was absent and Police Chief Arnold Downing arrived late.

Following the recitation of the Lord's Prayer and the Pledge of Allegiance, Mayor Williams asked for approval of the Executive Session minutes of August 8, 2011. Councilmember Hall made a motion to approve the minutes and council voted unanimously to approve 5-0. Mayor Williams stated that the Executive Session was closed to discuss a personnel matter. Mayor Williams asked for a motion to approve the Regular Session Minutes of August 8, 2011. Vice President Brittingham made a motion to approve the minutes and the council voted unanimously to approve 5-0. Mayor Williams asked for approval of the Worksession Minutes of August 15, 2011. Councilmember Lynch made a motion to approve and council voted unanimously to approve 5-0.

Human Resources Director Jeff Fleetwood explained that the IRS had recently increased the mileage reimbursement rate to 55.5 cents. He then asked council to approve the motion to establish the mileage reimbursement rate up or down in conjunction with IRS rules. Vice President Brittingham made a motion to approve and council voted unanimously to approve 5-0.

Ordinance 2011 -06, amending Chapter 39, Business Licenses was introduced and Town Attorney David Gaskill read the ordinance in its entirety. The Public Hearing will be held on September 12, 2011. Councilmember Lynch stated that under the section titled Registration there was mention of the approximate number of persons and an address for each rental unit, but there was nothing on the rental application indicating such. Councilmember Lynch recommended that the wording "maximum number of residents" be added to the Section titled Registration and also on the application. Town Attorney Gaskill stated that the Town did not want to get into the business of telling people how many persons could reside in a rental unit. Councilmember Lynch recommended that the language "and additional information as provided on the Rental License Application Form" be added to the section titled Registration. Planning and Zoning Director Chuck Ward will amend the Ordinance according to the recommendations. Mayor Williams asked Mr. Gaskill if inspections for federally sponsored housing projects supersede the Town's and Mr. Gaskill responded no. Mayor Williams inquired if the federally sponsored projects would still have to register each unit and Mr. Gaskill responded yes.

Discussion began on the application for Rental Licenses. Councilmember Lynch recommended that "approximate number of persons" be added to the application, along with 2 lines for the address. Councilmember Hall recommended that a line for an email address be added to the application below the line that states contact person. Planning and Zoning Director Chuck Ward will amend the application accordingly.

Ordinance 2011-07 was introduced. This ordinance amends Chapter 99, Vehicles. The public hearing will be held on September 12, 2011. Town Attorney David Gaskill read the Ordinance in its entirety. Councilmember Lynch recommended that the wording in Section 99-9 be amended to read "enclosed garage so as not to be visible from any public way". Planning and Zoning Director Chuck Ward will amend the Ordinance according to the recommendation.

Discussion began on the document titled Review of Grass/Weed Height Restrictions. Mr. Ward stated that currently the Town's code calls for a maximum height of 10 inches with 7 days due notice. After the 7 days, the Town abates the violation and charges the property owner for the Town to cut the grass based on actual man-hours. Public Works Director Mike Gibbons stated that the Town charges \$55 an hour with an operator. Discussion followed on recommendations to reduce the height allowed, enforcement times, charges and fines to be applied. Mayor Williams asked the council to consider recommendations reducing the height allowed for grass from 10 inches to 6 inches, the due notice time reduced from 7 days to 5 days and the hourly charge from Public Works increased from \$50 to \$100. Councilmember Purnell made a recommendation to also add a fine of \$100 for the first time violation and \$200 for each subsequent violation. Councilmember Lynch recommended the fines be changed to a first time fine of \$50 with a \$100 fine for each subsequent violation. Mr. Ward stated that an announcement of the change in Ordinance could be mailed out with the March utility bills. Council agreed to the changes and requested Town Attorney Gaskill and Planning and Zoning Director Chuck Ward to create a proposed Ordinance with the changes for introduction at the meeting to be held on September 12, 2011 with a Public Hearing to be held on September 26, 2011. Discussion continued regarding scrubs and bushes.

Departmental reports began with Finance Director Lynn Musgrave reporting that council should have received the P&L statements on the dias and that she hoped to have the balance sheets to them by the end of the week. She continued reporting that the Finance department was preparing for the audit the week of September 12th and that currently the on-line bill pay system had 350 active users.

Public Works Director Mike Gibbons reported that he, Mayor Williams, Mr. Carson and Ms. Kreiter had examined the storm water pond in Henry's Mill and found there was unwanted vegetation in the way of willow trees. The Public Works department will schedule removal of the trees for the fall.

Water Resources Director Jane Kreiter reported that she was thrilled with the visit to the plant. She continued reporting that there several sink holes near the storm drain in Henry's Mill. Due to the high cost of repair, the Town is waiting until the evaluation by the University of Maryland Finance Center is completed. Mayor Williams asked residents to send pictures of problems to Mary Bohlen.

Vice President Brittingham inquired if Public Works would be patching Bottle Branch Road. Mr. Carson reported that USDA would be responding back to him regarding possible use of some of the existing funds for repair costs.

Electric Utility Director Tim Lawrence reported that the Electric department had replaced several utility poles which were in bad condition and transferred the pole at the Cottages project.

Police Chief Arnold Downing reported that Head Start had started today and that his department would be making contact with all of the other schools in town. Mayor Williams complimented the department for the great job with traffic control and security during the Governor's visit. Councilmember Brittingham requested that Chief Downing have extra coverage on Flower Street during school hours for speeding.

Planning and Zoning Director Chuck Ward reported on the follow-ups from code enforcement issues.

Human Resources Director Jeff Fleetwood reported that he had completed the insurance claim regarding damages from the electric storms and that the representative from LGIT would be here this week. He stated that the audit with Workers Comp had been completed and the Town would be receiving a credit of \$15,864.00.

Town Administrator Tony Carson announced that the Summer Youth Program sponsored by Worcester Youth and Family would be distributing book bags and school supplies on Wednesday, August 24th at the Isaiah Fassett complex from 5:00 p.m. to 7:00 p.m. He then requested approval of 10 purchase orders (201200334, 201200454, 201200460, 201200267, 201200458, 201200486, 201200487, 201200434,


201200282 and 201200508). Councilmember Brittingham made a motion to approve all 10 purchase orders and council voted to approve unanimously 5-0.

Mayor Williams thanked the department heads, employees and businesses for their assistance for Friday's event.

Mayor Williams asked for questions from the council. Councilmember Hall inquired about the absence of a handicap parking spot in front of PNC Bank. Mayor Williams requested that Chief Downing and Public Works Director Mike Gibbons speak with State Highway regarding the requirements to add a handicap parking space. Councilmember Hall then inquired if a decision had been made regarding the traffic on Pitts Street. Chief Downing stated that they were waiting on a change of use for the Donaway Warehouse building and then the parking spots would be eliminated. Councilmember Burrell asked the status of the roof leaks at the Multipurpose Building on Flower Street. Mr. Gibbons stated that the leaks were not from the roof, but the side walls and that he would be coming up with a different scope of work for the walls to be completed in the fall. Vice President Brittingham stated that he was very proud and pleased with the personnel and the work done on the Wastewater Treatment Plant. Councilmember Burrell stated that he was impressed with the new Chamber of Commerce and the Town's involvement with the endeavor.

Mayor Williams asked for comments from the public. There being none, Mayor Williams asked for questions from the press. Nancy Powell from Ocean City Today asked for clarification on the fines associated with high grass. Councilmember Burrell made a motion to adjourn and the meeting ended at 8:22 p.m.

Respectfully submitted,


Sharon Timmons
Administrative Assistant

BERLIN MAYOR AND COUNCIL
PROPERTY MAINTENANCE/RENTAL INSPECTION PROGRAM
WORKSESSION MINUTES
AUGUST 29, 2011

The Property Maintenance/Rental Inspection Program Work session of the Berlin Mayor and Council was called to order by Mayor Williams at 6:10 p.m. The purpose of the work session was to discuss the issue of vacant and boarded buildings. In attendance were Councilmembers Dean Burrell, Paula Lynch and Troy Purnell. Also in attendance were Town Administrator Tony Carson, Planning and Zoning Director Chuck Ward, Town Attorney David Gaskill and Administrative Assistant Sharon Timmons. Councilmembers Lisa Hall and Elroy Brittingham were absent.

Mayor Williams began the meeting stating that the Town had weathered well through Hurricane Irene and thanked staff for their assistance during the storm.

Planning and Zoning Director Chuck Ward explained the purpose of the proposed draft ordinance was to prevent long term boarding of properties which presents a blight on the community. Currently the code does not address nor does the Town have the authority to enforce the issue of boarded buildings. Discussion continued on the differences between vacant properties and boarded buildings. Town Administrator Tony Carson inquired if the boarding was removed from a property and the property was maintained could violations be avoided. Mr. Ward stated yes.

Mayor Williams asked Mr. Ward if procedures could be initiated on buildings which have been boarded and the property owner has failed to bring into compliance. Mr. Ward stated that the 90 days of vacancy could be documented through pictures, support from neighbors and staff. Discussion continued. Mr. Ward recommended the removal of references to the issue of vacant properties on the ordinance and zone in on boarded buildings. Mr. Ward continued that language could be included in the ordinance that would address a maximum time limit of 30 days for situations regarding repairs, but otherwise there is a ban on boarded properties. The Town currently has four properties which are boarded. Mr. Ward stated that boards currently on a building are not considered grandfathered and that if the ordinance passed, after 30 days current boarded properties would have to begin repairs. Mr. Ward will contact the owners whose properties are currently boarded and notify them of the intention of the Town.

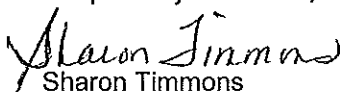
The recommendation from council was to scrap the draft ordinance and create a new ordinance specific to boarded buildings including exceptions, violations, fines and time limits. Mr. Ward asked that notice of the reading of this ordinance also be placed on the web for the public. The first reading of this ordinance will take place on September 12, 2011.

Councilmember Burrell acknowledged the pro-activeness and performances of the Town staff and Town Administrator Tony Carson during the hurricane.

Mayor Williams read the notice from Town Hall regarding the Bulk Debris pickup from the hurricane which will be held on Wednesday, September 7th.

Mayor Williams closed the Work session at 7:04 p.m.

Respectfully submitted,


Sharon Timmons
Administrative Assistant

ORDINANCE 2011-06

AN ORDINANCE OF THE MAYOR AND COUNCIL OF THE TOWN OF
BERLIN, A MARYLAND MUNICIPAL CORPORATION, AMENDING
CHAPTER 39, BUSINESS LICENSES,

WHEREAS, the Mayor and Council have determined that it is in the best interest of the Town to ensure adequate rental housing standards be upheld, and

WHEREAS, the Mayor and Council find that the Town has a responsibility to those residing in rental properties that certain standards be required of the owners of rental properties,

NOW, THEREFORE, BE IT ORDAINED AND ENACTED, by the Mayor and Council of the Town of Berlin that Chapter 39 be amended as follows:

§ 39-11. Rental Housing Licensing

A. Purpose. The purpose of this section is to assure compliance with all laws, ordinances and regulations applicable to rental housing units within the corporate limits of the Town of Berlin. It is further the purpose to ensure safe, healthy and habitable housing conditions in rental housing units and to prevent said units from deterioration and to encourage responsible management, maintenance and use of rental housing units through landlord licensing, rental registration and inspections.

B. Definitions.

Rental Housing Unit. Any space in any building within the Town limits of Berlin which, for a consideration, is made available by any person to another person for dwelling purposes.

Building Official. The individual appointed by the Mayor and Council to administer and interpret the applicable regulations for housing and property maintenance.

Housing Board of Review. The body, appointed by the Mayor and Council, established in Chapter 60-12, to whom appeals of this section of Code shall be made.

C. Licensing. Any person renting for the purpose of habitation any rental housing unit shall obtain a Rental License from the Town of Berlin. Application form for said license shall be provided by the Town of Berlin. The holder of the license shall have a principal interest in the Rental Housing Unit(s) for which the license application is made. The Town shall obtain appropriate contact information from the applicant, including name, phone number and emergency contact information. The application shall include a consent to inspection during reasonable hours for the term of the license. Licenses shall be issued for a term of one year and may be renewable for additional one-year terms. Licenses shall be non-transferrable. Fee for said license shall be established by the Mayor and Council and may be amended from time to time.

D. Registration. For every rental license issued registry of all rental properties shall be maintained by the Town. Said registry shall include the address of each Rental Housing Unit, the approximate number of residents for each Unit and other information as provided on the Rental License Application form..

E. Inspections. An inspection of the property(s) for which application has been made may be conducted prior to the issuance of a Rental License. All Rental Housing Units shall be subject to the International Property Maintenance Code as described in Chapter 80 of the Berlin Code.

1. The Building Official may require the inspection of a rental Housing unit when there is evidence that a property is not in compliance with housing and property maintenance standards as established in the Town Code.
2. If an inspection indicates that a rental housing unit is not in compliance with all applicable regulations and codes, the rental license pertaining to that particular unit may be subject to revocation. A rental license may be revoked if the licensee fails to correct the code violations within 30 days as specified by the Building Official. The revocation of a rental license shall be in addition to and not in substitution for other penalties and fines as may be provided for in other laws or ordinances.
3. A tenant's consent to entry for inspection shall be required as a term in every lease.
4. Refusal to permit entry for inspection purposes shall be grounds for revocation of the license.

F. Compliance Required. Owners of rental housing units are required to obtain a license to operate said rental unit. Any owner of a residential rental property who allows occupancy of a rental housing unit without first obtaining a license from the Town may be subject to a fine of up to \$100.00 for an initial violation and \$200.00 per day for repeat or continuing violations. Each day the violation exists may be considered a new violation. The Building Official, when made aware of an unlicensed rental unit, shall inform the owner, in writing, of the license requirement. Failure of the owner to apply for a rental license within ten (10) business days shall be considered a violation of this section and cause the owner to be subject to the fine stated above.

In order to prevent unsafe, unsanitary, substandard or non-compliant rental housing, the Town shall have the authority to seek an injunction from the Worcester County Circuit Court against any owner of a rental housing unit to prevent continued operation of an unlicensed or non-compliant rental housing unit.

G. Appeals. Any person aggrieved by the action of the Building Official may, within ten days of receipt of written notice of such action, appeal such action to the Berlin Housing Board of Review by filing a Notice of Appeal to the Building Official. The Board shall meet within thirty (30) days of such notice and conduct a hearing according to its regulations as established in the Town Code. All fines, penalties, suspensions or revocations shall be stayed pending the Board of Review hearing and the decision of the Board.

Any person aggrieved by an action of the Housing Board of Review may appeal such action to the Circuit Court for Worcester County pursuant to the Maryland Rules of Procedure.

THIS ORDINANCE was introduced and read at a meeting of the Town Council held on the _____ day of _____, 2011, and thereafter a statement of the substance of the Ordinance having been published as required by law was finally passed by the Town Council on the _____ day of _____, 2011.

Adopted and effective this _____ day of _____, 2011 by the Mayor and Council of the Town of Berlin, Maryland, by affirmative vote of _____ to _____ opposed, with _____ abstaining.

Elroy Brittingham, Vice-President

Approved and effective this _____ day of _____, 2011 by the Mayor of the Town of Berlin.

Wm. Gee Williams III, Mayor

ATTEST: Anthony J. Carson, Jr., Town Administrator

ORDINANCE 2011-07

AN ORDINANCE OF THE MAYOR AND COUNCIL OF THE TOWN OF
BERLIN, A MARYLAND MUNICIPAL CORPORATION, AMENDING
CHAPTER 99, VEHICLES,

WHEREAS, the Mayor and Council have determined that Chapter 99 of the Town Code should comport with the adopted regulation set forth in Section 302.8 of the International Property Maintenance Code, and

WHEREAS, the Mayor and Council find that it is in the best interest of the Town to disallow the storage of inoperable automobiles on property not zoned for such storage,

NOW, THEREFORE, BE IT ORDAINED AND ENACTED, by the Mayor and Council of the Town of Berlin that Chapter 99 be amended as follows:

ARTICLE II
Storage on Private Property

§ 99-9. Prohibition.

It shall be unlawful for any person to park or allow to be parked or to store or allow to be stored any vehicle which is dismantled, wrecked, **inoperable** or not bearing current license plates upon property not zoned for such storage within the corporate limits of the Town of Berlin unless such vehicle is stored in an enclosed garage so as not to be visible from any public way. Any such vehicle is hereby declared a nuisance.

An inoperable vehicle shall be defined as: A vehicle which cannot be driven upon the public streets for reason including but not limited to being unlicensed, wrecked, abandoned, in a state of disrepair, or incapable of being moved under its own power.

THIS ORDINANCE was introduced and read at a meeting of the Town Council held on the _____ day of _____, 2011, and thereafter a statement of the substance of the Ordinance having been published as required by law was finally passed by the Town Council on the _____ day of _____, 2011.

Adopted and effective this _____ day of _____, 2011 by the Mayor and Council of the Town of Berlin, Maryland, by affirmative vote of _____ to _____ opposed, with _____ abstaining.

Elroy Brittingham, Vice-President

Approved and effective this _____ day of _____, 2011 by the Mayor of the Town of Berlin.

Wm. Gee Williams III, Mayor

ATTEST: Anthony J. Carson, Jr., Town Administrator

ORDINANCE 2011-08

AN ORDINANCE OF THE MAYOR AND COUNCIL OF THE TOWN OF
BERLIN, A MARYLAND MUNICIPAL CORPORATION, AMENDING
CHAPTER 36, BRUSH, GRASS AND WEEDS,

WHEREAS, the Mayor and Council have determined that it is in the best interest of the Town to ensure customary lawn maintenance on all properties within the Town of Berlin, and

WHEREAS, the Mayor and Council find that the Town should be able to expedite the process of abating nuisances on properties upon which lawn maintenance standards are not upheld,

NOW, THEREFORE, BE IT ORDAINED AND ENACTED, by the Mayor and Council of the Town of Berlin that Chapter 36 be amended as follows:

§ 36-1. Cutting and Removal Required.

It shall be unlawful for any owner of real property located within the corporate limits of the Town of Berlin to allow any growth of grass or weeds to a height of ~~40~~ **six (6)** inches or more. Any owner of real property located within the Town of Berlin shall be responsible for the cutting, destruction or removal of the grass or weeds.

§ 36-3. Notice to abate violation.

The Mayor and Council of Berlin is hereby authorized and empowered to give written notice to any owner of real property who has violated §§ 36-1 and 36-2 to correct the violation within ~~seven~~ **five (5)** calendar days from the date of such notice. The notice is effective if given by ~~certified mail first class mail return receipt requested~~, addressed to the owner at the last known address as the same appears on the Town's tax records or personally delivered to the owner. In addition, the Mayor and Council of Berlin shall post the notice on the property for ~~seven~~ **five (5)** consecutive days from the date of the notice. The notice shall include therein the amount of costs to be assessed against the property owner in the event that it is necessary for the Mayor and Council of Berlin to correct the violation and shall advise the owner of the penalties set forth in §§ 36-4, 36-5 and 36-6.

§ 36-4. Violations and Penalties.

In the event that an owner of real property fails to comply with the notice to abate violation, the owner shall be guilty of a municipal infraction and shall be fined the sum of ~~\$100.00 for the infraction~~ **\$50.00 for an initial infraction and \$100.00 for a second and subsequent infraction in any 12-month period.**

§ 36-5. Payment of Costs.

In the event that an owner of real property fails to comply with the notice to abate violation, the Mayor and Council of Berlin shall have the power to correct the violation and assess the costs against the real property as a lien. **The Town shall have the authority to enter the property for the purpose of abating the nuisance and shall charge the property owner not less than \$100.00 per man-hour for the abatement.**

THIS ORDINANCE was introduced and read at a meeting of the Town Council held on the _____ day of _____, 2011, and thereafter a statement of the substance of the Ordinance having been published as required by law was finally passed by the Town Council on the _____ day of _____, 2011.

Adopted and effective this _____ day of _____, 2011 by the Mayor and Council of the Town of Berlin, Maryland, by affirmative vote of _____ to _____ opposed, with _____ abstaining.

Elroy Brittingham, Vice-President

Approved and effective this _____ day of _____, 2011 by the Mayor of the Town of Berlin.

Wm. Gee Williams III, Mayor

ATTEST: Anthony J. Carson, Jr., Town Administrator

ORDINANCE 2011-09

AN ORDINANCE OF THE MAYOR AND COUNCIL OF THE TOWN
OF BERLIN, A MARYLAND MUNICIPAL CORPORATION,
AMENDING CHAPTER 80, PROPERTY MAINTENANCE,

WHEREAS The Mayor and Council of Berlin have determined that boarded properties are undesirable in the community,

NOW, THEREFORE, BE IT ORDAINED AND ENACTED, by the Mayor and Council of the Town of Berlin that Chapter 80 be amended as follows:

§ 80-3. Boarded Buildings.

A. Definition.

BOARDED BUILDING – Any structure in which any door or window opening has been covered by plywood or other material with the intention of preventing entrance and/or damage to the property.

B. Purpose.

The purpose of this section is to protect the public health, safety, general welfare and to assist in maintaining a high standard of living within the Town. The Mayor and Council have determined that boarded buildings are a major cause of blight and may attract vagrants and criminal activity.

C. Applicability.

1. Within any residential zoning district in the corporate limits of Berlin, it shall be unlawful for any building to be boarded.

Exception: Pursuant to a Town-issued Building Permit, a property owner may board a window or door opening for a period not to exceed 30 days for the purpose of repair or replacement.

D. Violations and Enforcement.

Any property in violation of this section, as determined by the Building Official, shall cause the owner of such property to be found guilty of a municipal infraction and fined the sum of \$100.00 for any single initial violation and the sum of \$200 for each repeat or continuing violation.

THIS ORDINANCE was introduced and read at a meeting of the Town Council held on the _____ day of _____, 2011, and thereafter a statement of the substance of the Ordinance having been published as required by law was finally passed by the Town Council on the _____ day of _____, 2011.

Adopted and effective this _____ day of _____, 2011 by the Mayor and Council of the Town of Berlin, Maryland, by affirmative vote of _____ to _____ opposed, with _____ abstaining.

Elroy Brittingham, Sr., Vice-President

Approved and effective this _____ day of _____, 2011 by the Mayor of the Town of Berlin.

Wm. Gee Williams, III, Mayor

ATTEST: Anthony J. Carson, Jr., Town Administrator

MOTION TO APPROVE

A MOTION OF THE MAYOR AND COUNCIL OF THE TOWN OF BERLIN TO APPROVE THE PJM RISK MANAGEMENT POLICY, PROCEDURE AND CONTROL PROVISIONS.

ADOPTED THIS ____ DAY OF _____, 2011 BY THE MAYOR AND COUNCIL OF THE TOWN OF BERLIN, MARYLAND BY AFFIRMATIVE VOTE OF ____ TO ____ OPPOSED, WITH ____ ABSTAINING.

Elroy Brittingham, Sr. Vice President

Approved this ____ day of _____, 2011 by the Mayor of the Town of Berlin.

Wm. Gee Williams, III, Mayor

ATTEST: _____
Anthony J. Carson, Jr.
Town Administrator

TOWN ADMINISTRATOR'S REPORT
9-12-11

Purchase Orders

PO# 201200624 in the amount of \$5,126.63 to Verizon for relocation of telephone line for sidewalk installations on Washington, Grace and Jefferson streets.

PO# 201200305 in the amount of \$7,000.00 to Worcester Youth and Family Counseling for Victim Services grant for FY12.

PO# 201200299 in the amount of \$2,345.96 to Red the Uniform Tailor for uniforms for Police department.

PO# 201200685 in the amount of \$17,550.00 to Card's Computers for IT Services contract from October 1, 2011 to June 30, 2012.

PO# 201200689 in the amount of \$2,400.00 to MDE Clean Water Fund for associated stormwater fees.

PO# 201200701 in the amount of \$3,065.00 to Woodland Sheds for storage shed for Power Plant.

PO# 201200485 in the amount of \$10,527.60 to Intercoastal Trading for soda ash.

PO# 201200611 in the amount of \$1,600.00 to Barnes Electric for rental of generator for power outage during hurricane Irene.

PO# 201200721 in the amount of \$2,350.00 to Berlin Global for façade grant project.

PO# 201200722 in the amount of \$1,550.00 to Gail Lewis for façade grant project.

PO# 201200753 in the amount of \$4,325.30 to Worcester County for sludge disposal.

Updates